

25X1A9a

MEMORANDUM FOR: Executive Office, OL

ATTENTION : [REDACTED]

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SUBJECT : Management by Objectives' Suggestions

1. Recommendations in procedure changes: At the present time reports are required every two months and are made by the action office prior to the completion of the reporting period. Recommend that MBO reports be made ~~no~~ more frequently than every three months and that the reports from the action unit not be required until the reporting period has been completed.

2. FY 75 and FY 76 objectives:

a. Necessity for Personnel and Training Staff to organize and implement an effective orientation program for all new employees. This would include better initial briefings at various levels and the initiation of a sponsor for all new employees.

b. Improve communications with employees at various echelons.

c. Organize and implement a clerical skills program.

d. An effort to educate managers, and all personnel, on how to improve fitness reports and relate the fitness report and LOI to our ranking system.

e. Organized discussions with Logistics employees who are ranked on the ~~lower~~ 10 or 15%.

[REDACTED] 25X1A9a

Chief, Personnel & Training Staff, OL

Administrative - Internal Use Only

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Management by Objectives' Suggestions

FROM:

C/OL/P&TS

EXTENSION

NO.

DATE

18 DEC 73

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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EXO/OL

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